



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 901.7

Job Title: **LIBRARY SERVICE SPECIALIST**

Pay Grade: 13

GENERAL SUMMARY:

Performs para-professional library work in various library functions such as technical processing, circulation, specialized public service and general reference.

RESPONSIBILITIES:

- Catalogs material from detailed copy.
- Performs general reference work within a broad field of knowledge under the guidance of a professional librarian; analyzes needs of library patrons, determines search strategy and identifies appropriate information source.
- Interprets and teaches use of basic indexes, directories, guides, files, catalogs, etc., in response to patrons' informational needs.
- Locates materials not available locally.
- Assists with community relations activities and programming.
- Establishes and maintains unit files and indexes; inputs data for computerized information retrieval.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Library Science or a closely related field.

EXPERIENCE:

No experience is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Library Service Specialist

Senior Library Service Specialist

Effective: October 1990

Revised: August 1, 2005